

## **Recruitments**

**Employers are welcome to host employee recruitments at the One Stop Career Centers. Space will be provided for you to meet with and interview job applicants.**

### **How to Schedule Employer Recruitments at the Newburgh and/or Middletown Career Centers:**

- Complete a job order form for your each of your job openings. A job order form can be found at:  
<http://www.orangecountygov.com/content/124/1038/1302/4248.aspx>
- Forward the completed job order form to Mattie Christensen, Newburgh or Marge LaPerle, Middletown:  
  
Mattie Christensen, 845-568-5073, [mattie.christensen@labor.ny.gov](mailto:mattie.christensen@labor.ny.gov)  
Marge LaPerle, 845-346-1103, [mlaperle@co.orange.ny.us](mailto:mlaperle@co.orange.ny.us)
- Contact Mattie Christensen, Newburgh Office or Marge LaPerle, Middletown Office to select available dates and times to hold the recruitment. A minimum two week lead time is suggested to promote the event to job seekers.
- Our staff will match the job openings to qualified job seekers and notify them of the upcoming recruitment.